**Job Description**

The appointment is subject to the current conditions of employment for Teachers contained in the School Teachers’ Pay and Conditions Document, the required standard for Qualified Teacher Status and other current legislation.

This job description may be amended at any time, following discussion between the Headteacher and member of staff, and will be reviewed annually.

**Position: KS2 Classroom Teacher**

**Key Purpose of Role**

* To carry out professional duties and to have responsibility for an assigned class.
* To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
* To promote the aims and ethos of the school.

**Key Accountabilities of Role**

* To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.
* To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
* To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
* To maintain good order and discipline among pupils, to organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
* To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning.
* To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress.
* To prepare appropriate records for the transfer of pupils.
* To ensure effective use of support staff within the classroom.
* To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
* To ensure that school policies are reflected in daily practice.
* To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional.
* To liaise with outside agencies when appropriate eg. Educational Psychologist.
* To continue professional development, maintaining a portfolio of training undertaken.
* To support the Headteacher in promoting the aims and ethos of the school.

* To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
* To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
* To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

**Other Professional Accountabilities**

* To have a working knowledge of teachers’ professional duties and legal liabilities.
* To operate at all times within the stated policies and practices of the school.
* To establish effective working relationships and set a good example through presentation and personal and professional conduct.
* To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
* To contribute to the school’s self-evaluation and school improvement processes.
* To take on specific tasks related to the day to day administration and organisation of the school.
* To take on any additional responsibilities that might from time to time be determined.
* To comply with data protection principles in respecting the privacy of personal information held by the Council.
* To comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* To carry out duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* To comply with the Council’s Health & Safety rules and regulations and with Health & Safety legislation.